


File

CALFED BAY-DELTA PROGRAM

Office Memorandum

Date: September 4, 1996
To: Program Staff
From: Judy 
Subject: Upcoming PCT Meeting

Just a reminder that the next PCT meeting is Wednesday September 11th. We held a conference call with those liaisons who were available on Tuesday Sept. 3 to discuss the draft agenda. The final agenda for the meeting is attached.

There will be opportunities for each Program Manager to provide an update of activities for each workgroup or technical team. If you are scheduled to provide an update on September 11th, please take a few minutes and write up a bullet-format outline of what you will discuss. These outlines, to be passed out at the meeting, will make it much easier for the liaisons to follow your comments when your talk on September 11th. If you get me one copy of your outline **by noon Tuesday September 10th** I will take care of the copying. I have included some ideas for what to include in an outline, but do whatever seems to work best for you.

Attachments